

RENEWAL INSTRUCTIONS - 2009

To Whom It May Concern:

A current business license must be obtained each year in the jurisdiction where you are working and/or maintaining your office. It is time to renew your 2009 Town of Bluffton business license by the deadline of April 15, 2009. We request that you update your account promptly.

To calculate your 2009 business license fee, please follow these steps using the enclosed application form:

1. First, enter your 2008 gross receipts (in the Town of Bluffton only) in the fee section of the application form.
2. Your annual license fee has already been entered on line A.
3. If you have exceeded the minimum in gross receipts for 2008, you will need to add your indicated rate per \$1,000 for the remaining balance (example: \$2,000 in additional gross would be 2 times the rate) and enter your calculated amount on line B. If your gross receipts are under the minimum, leave line B blank.
4. Add a 5 percent penalty per month (on the sum of A & B) on line C for each month beyond the April 15, 2009 deadline.
5. Enter the total of line A, B and C on line D.

If you do not plan to conduct any business in the Town of Bluffton in 2009, or if your business has closed, please provide details by writing a note on your renewal form. You will still need to complete the application for income received in 2008, paying only lines B and C and disregarding the annual license fee due on line A.

If any information on the form is outdated, please update. Please note that incomplete applications will not be processed, and additional penalties will apply until paid after the due date.

Please call if we can be of further assistance.

Sincerely,

Rhonda W. Patterson
Business License Administrator
(843)706-4537